



March 28, 2011

## **Standard Operating Procedures for**

### **SFFB Tenant Agency Personnel Badge List and Authorized List for Keys**

Listed are the authorized forms for submitting **a)** Tenant Agency Authorized Official Lists for badges and keys, and **b)** initial employee badge requests. Submitted lists will become part of the security systems records maintained by GSA Property Management.

The "SFFB Tenant Agency Personnel Badge List" must be submitted in hard copy for the initial badge issue. The SFFB Building Security Committee established four (4) after-hours permission levels for after-hours badge access. You will note on the "SFFB Badge List" spreadsheet the information required is:

- Full name

- Agency

- Sub-agency

- After-hours permission level (mark one, if no after hours permission is required do not mark any permission level)

- GOV parking (do not mark for POV use)

If the employee only needs access during normal hours (6:00 a.m. – 6:00 p.m., Monday-Friday, excluding holidays) then the only information required on the list is name, agency, and sub-agency.

Each agency must submit a hard copy "Authorized List for Badges" to facilitate certification of the badge request list. Each agency must submit a hard copy "Authorized List for Keys" to facilitate certification of key action requests. Both of these Authorized Official Lists must be on file before badging can occur or key action can be taken.

If you have any questions, please contact the GSA Property Management office at (415) 625-2755.